

S-E-C-R-E-T

DD/ST# 1164-63

ADM - 13

12 August 1963

MEMORANDUM FOR: Distribution List

SUBJECT : Guidelines for Dealing with Strategic Studies  
in the Directorate of Intelligence (Revised)

The following guidelines for handling the Strategic Studies Program will apply in the Directorate of Intelligence.

1. The key DDI man in the Strategic Studies Program will be the appropriate Principal SISO. The SISO, in turn, may designate an Associate SISO or an appropriate analyst to be the responsible officer.

2. The Policy Planning Council will be expected to contact the appropriate SISO whenever a Strategic Study is to be initiated. Subsequent PPC contacts with respect to substantive aspects of the Strategic Study will be made with the responsible DDI officer involved. This officer will maintain close and continuing contact with the Strategic Study "author."

3. Immediately after the SISO is notified that a Strategic Study is in train or of any other significant developments in connection with it, he will inform:

- a. The undersigned
- b. [REDACTED] 25X1A

25X1A 4. Working level meetings re the Strategic Study will be attended by the SISO (or his designee). The DDP [REDACTED] (or his designee) should be notified of all meetings, so that the DDP can be represented if he wishes.

5. CIA contributions to the substance of strategic studies will consist of:

- a. National Intelligence Estimates
- b. Other substantive inputs (Biographic data, etc.)

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GROUP 1

Excluded from automatic  
downgrading and  
declassification

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The nature of the DDI contribution will be determined by the responsible DDI officer as a result of his contacts with the Study author. A decision as to whether an NIE is required or appropriate will be made by the AD/NE, the SISO and the undersigned in consultation with the appropriate member of the Department of State (who may be Mr. Rostow, the Study author, the responsible Assistant Secretary or the Chief of INR).

6. The division of responsibility for "other substantive inputs" between DDI and DDP will be worked out between the SISO (or his designee) and [REDACTED] (or his designee).

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7. All substantive contributions (those prepared by the DDP as well as by the DDI) should be coordinated within the Agency prior to submission to the Department of State. Within the Intelligence Directorate this will be the responsibility of the SISO or his designee.

8. Working level approval of the Strategic Study will be the responsibility of the SISO (in consultation with the DDI and appropriate ADs as necessary) and [REDACTED] (or his designee).

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9. All SISO's will keep the undersigned informed of the progress of the Strategic Studies for which he is responsible.

10. Any problems in connection with Strategic Studies not covered by these guidelines should be referred to the undersigned, or, in matters involving the DDP area, with

25X1A [REDACTED]

11. CIA covert or clandestine programs in support of the Strategic Studies will be the responsibility of the DDP and will be processed in a manner comparable to that prescribed for other Clandestine Services programs.

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The Special Assistant to the DDI

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DDP [REDACTED]  
Mr. [REDACTED] (Department of State, Policy Planning Council)  
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